

Fiscal Year 2017 Narrative

Department: Town Clerk

1. What do you want the Selectmen, Finance Committee and public know about what you've done in Fiscal Year 2015 and Fiscal Year 2016 (to date)?
 - A records management, storage and retrieval system throughout town hall has been started this past October and will continue into FY 2017. This is a result of Article 19 from the Annual Town Meeting of May 2, 2015.
 - So far town hall has had all records in both attics and in the basement recorded and analyzed. In March a team will come in to organize, box, label, index and create an onsite storage system.
 - The team will organize records to be kept forever, and those that can be destroyed. They will also customize a retention schedule for each department according to MGL for those records that must be kept until permission has been given to destroy. A list will be made so that the town can request destruction from the Supervisor of Records.
 - Once boxed, labeled and indexed, new archival shelving will be installed for maximum space utilization and ease of retrieval.
 - An electronic database will be created for easy retrieval.
 - All staff will be instructed on the proper packing and indexing of a box along with a log entry into the database system.
 - The project to this point is \$32,569.00. The article was for 46,000.00.
 - Finally, the last step would be to microfilm all permanent records with the left over money. From here I would like to establish a yearly budget for microfilming until all our permanent records are done. This preserves the integrity of the town's records and gives us a digital backup at the same time.
 - All 50 states have adopted the statute that says microfilm is legal for all records except for original loan notes. All film would be indexed, labeled and stored properly so that reference is fast and efficient. Once we film records, we are then able to destroy hardcopies to give us even more room for the future.

2. Please explain any significant changes in your budget for Fiscal Year 2017, including any staff changes (if that impacts your budget).

- There are new Election Laws for 2016. All Cities and Towns will be having early voting for the Presidential Election November 8th. This allows all registered voters an opportunity to cast ballots as early as 11 business days before Election Day.
- An early voter may vote here in town hall where I may be required to set up a small precinct and have an election crew working these 11 days. Early voters may also request early voting ballots be sent to their house at the town's expense if they do not want to come to town hall to vote. Both these scenarios will increase my budget for FY 2017. My "P/T Wages Temp" line item is increased heavily due to the 3 elections this fiscal year. I am going to gamble with my "Postage" line item as I have had balances the past few years. Voter turnout is always the highest during a Presidential Election year.
- I also have absentee voters that request ballots be mailed to their houses or to wherever they may be at the time of voting. We have a lot of snow birds that go away for the winter and many people who live out of the county who maintain their voter status during Presidential Elections.
- Post Election Audits will now be conducted following every Presidential Election. There will be random drawings to see what towns and/or cities are selected. All audits will be hand counted. If selected, I will have to pay an election crew to perform the recount. I did not account for this as my chances for being picked are slim, (I hope I did not just jinx myself).
- Minimum wage is going up to \$11.00 in FY 2017. I am increasing my 6 Election Wardens to \$13.00 an hour. My Wardens always have made an additional \$2.00 hour more than the regular day workers and the night counters. I rely heavily on my wardens as they run their precincts from 6:00 am to Midnight or after. They work long and hard securing their election crews, setting up the precinct, maintaining the integrity of the election process and putting out fires all day at the polls. I would be lost without them – not everyone wants to put in the long day.
- I am adding \$500 to my "office supply" line item. I am not sure if I will have to buy separate secure ballot box/bag/envelopes for early voters. The State has not given us all the particulars yet.

All these items will significantly increase my budget in a year where I already have a heavy election schedule that dramatically increases my budget already.

3. Is there anything specific or new that you plan to accomplish in Fiscal Year 2017 with the level-services budget you've requested?

- No

4. Is there anything you'd like to ADD to your level-services budget for Fiscal Year 2017? If so, describe what it is, what it would cost, and the benefit to the town.

- Nothing

5. What are your plans for improvements and projects for the next five years

- New Voting booths that will be ADA compliant
- In my dreams - tabulators